

MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 10/14/2020
Application Deadline: 10/28/2020
Job Post ID: 13223
Job Title: Information Systems Technologist / Intermediate Information Systems Technologist / Senior Information Systems Technologist
Min Monthly Salary: \$3,272.00 / \$3,635.00 / \$4,044.00
Number Positions: 1
Location: Kansas City District Office, 600 NE Colbern Road Lee's Summit, MO 64086
District/Division: Kansas City / Information Systems Division
Human Resources Contact Number: 816-607-2146
Remote work location and/or teleworking is not available for this position.

General Summary:

--- Information Systems Technologist ---

The information systems technologist performs routine entry-level activities in the areas of application/program development and computer system support for end users, including program debugging, server maintenance, information system management for software applications, problem diagnosis/resolution, and communications. Responsibilities are performed under direct supervision.

--- Intermediate Information Systems Technologist ---

The intermediate information systems technologist performs varied and moderately complex activities in the areas of application/program development and computer system support for end users, including program development/debugging, server maintenance, information system management for software applications, problem diagnosis/resolution, and communications. Responsibilities are performed under moderate supervision.

--- Senior Information Systems Technologist ---

The senior information systems technologist performs varied and complex activities in the areas of application/program development and computer system support for end users, including program development/debugging, server maintenance, database creation/maintenance, information system management for software applications, problem diagnosis/resolution, and communications. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

--- Information Systems Technologist ---

Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field

--- Intermediate Information Systems Technologist ---

Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field

Two years of experience in computer systems, repairs, and operations.

--- Senior Information Systems Technologist ---

Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field

Four years of experience in computer technical development, program management, and/or system administration networking.

Supervisory Responsibilities:

--- Information Systems Technologist ---

None

--- Intermediate Information Systems Technologist ---

None

--- Senior Information Systems Technologist ---

Lead Worker Only

Special Working Conditions/Job Characteristics:

--- Information Systems Technologist ---

Job requires occasional, statewide, overnight travel.

--- Intermediate Information Systems Technologist ---

Job requires occasional, statewide, overnight travel.

--- Senior Information Systems Technologist ---

Job requires occasional, statewide, overnight travel.

Examples of Work:

--- Information Systems Technologist ---

- Provides information system support to end-users relative to problem solving; analyzes and diagnoses problems relative to the equipment; instructs the user on operating the system.
- Installs, maintains, troubleshoots, and repairs all software applications, operating systems, new products, and hardware for servers and workstations.
- Writes, tests, documents, and updates configurations, installations, upgrade procedures, and operator instructions for software applications, servers, and workstations.
- Assists in coordination and planning with department personnel, management team, committees, and other agencies to recommend solutions for current or future application needs and systems compatibility issues.
- Prepares application documentation, including user manuals, operations procedures, and technical and testing documentation.
- Discusses program needs with users or prospective users; develops technical specifications, input/output layouts, program flow diagrams, data models and other technical deliverables required for application development.
- Maintains an inventory of automation equipment; receives and ships equipment to and from the Central Office and vendors.
- Uses programming languages/tools to develop application code, scripts, graphical user interfaces and other application components.
- Contacts vendors for technical support, product information, to report system problems, and resolve issues.
- Develops, coordinates, schedules, and conducts software application training classes.
- Performs other responsibilities as required or assigned.

--- Intermediate Information Systems Technologist ---

- Provides information system support to end-users relative to problem solving; analyzes and diagnoses problems relative to the equipment; instructs the user on operating the system and application programs; and develops data dependent applications by performing design, coding, testing and implementation activities.
- Evaluates, configures, installs, maintains, troubleshoots, and repairs all software applications, operating systems, new products, and hardware for servers and workstations.
- Writes, tests, documents, and updates configurations, installations, upgrade procedures, and operator instructions for software applications, servers, and workstations.
- Consults with department personnel, management team, committees, and other agencies to recommend solutions for current or future application needs and systems compatibility issues.
- Contacts vendors for technical support, product information, to report system problems, and resolve issues.
- Maintains and enhances communications, including host communications, gateways, bridges, routers, communication servers, network adapters, and modems.

- Develops ad-hoc reports as requested by department personnel.
- Maintains an inventory of automation equipment; receives and ships equipment to and from the Central Office and vendors.
- Documents database guidelines, standards, policies, and procedures for operational personnel, applications programmers, and end users.
- Performs other responsibilities as required or assigned.

--- Senior Information Systems Technologist ---

- Oversees daily network needs of backups, installations, virus detection, file maintenance, and user and server administration; ensures network and telecommunication systems are operational; diagnoses and schedules necessary repairs on system equipment; develops data dependent applications by performing modeling, analysis, design, coding, testing, and implementation activities.
- Evaluates, configures, installs, maintains, troubleshoots, and repairs all software applications, operating systems, new products, and hardware for servers and workstations.
- Writes, tests, documents, and updates configurations, installations, upgrade procedures, and operator instructions for software applications, database applications, servers, and workstations and application development.
- Serves as a liaison by coordinating and planning with district personnel, division personnel, work groups, and other agencies to recommend alternative solutions for current or future automation needs and to discuss automation issues.
- Maintains and enhances communications, including host communications, gateways, bridges, routers, communication servers, network adapters, and modems.
- Contacts vendors for technical support, product information, to report system problems, and resolve issues.
- Develops programs for data feeds/extracts required for reporting, data integration between various systems and for data warehousing applications.
- Assists with development of cost estimates, proposals, budgets, plans and status reports for projects.
- Documents database guidelines, standards, policies, and procedures for operational personnel, applications programmers, and end users.
- Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.